

Overview & Highlights

Account Settings Sections:

- **Organization Vendor Record:** The copy of your information held by the Organization that you are currently logged into
- **Global Vendor Record:** The master record that you can maintain and that persists through all of Bonfire's portals. This record is solely controlled and edited by you
- **Name:** Edit your name here
- **Email and Password:** Edit your login email or change your password
- **Profile Picture:** You can upload a profile picture to associate with your account in this area
- **Preferred Language:** You can change your portal language to our five options of English, French, Russian, Spanish or Portuguese
- **Timezone:** All dates in the app will be displayed relative to your chosen timezone

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on [Account Settings](#).

Quick Video: Check out our high-level overview video, which contains a walkthrough of the [Vendor Registration and Submission](#) process

Bonfire Resources/Articles:

- [Account Setting Overview \(for Vendors\)](#)
- [Updating Profile Documents After Registration](#)
- [How do I edit my Vendor Type\(s\)?](#)

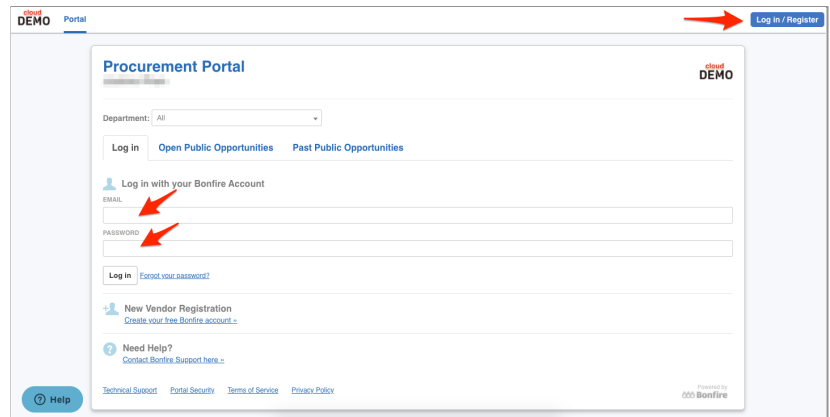
Account Settings Overview

Accessing Account Settings

See what information is stored by a specific organization

❑ Log into the portal

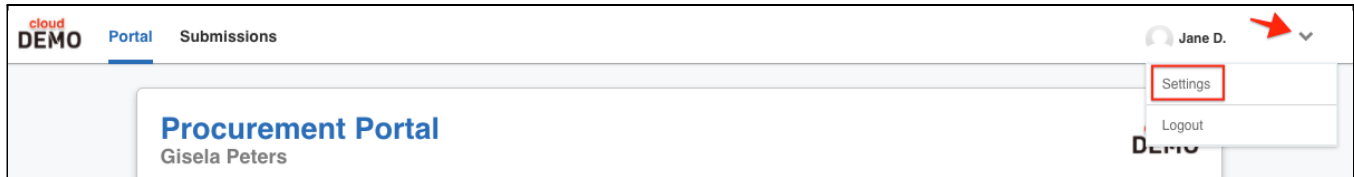
(If you do not have an account please [Register](#) for one).



The screenshot shows the 'Procurement Portal' login interface. In the top right corner, there is a 'Log In / Register' link with a red arrow pointing to it. Below this, there are links for 'Open Public Opportunities' and 'Past Public Opportunities'. The main section is for logging in with a Bonfire Account, featuring input fields for 'EMAIL' and 'PASSWORD', both with red arrows pointing to them. There is also a 'Log in' button and a 'Forgot your password?' link. At the bottom, there are links for 'New Vendor Registration' and 'Need Help?'. A 'Help' button is in the bottom left corner.

❑ Enter Account Settings

Once you have logged into your account via any organization's portal, you will see your name and an arrow in the top right corner. Click the arrow, and click **Settings** to begin.



The screenshot shows the user interface after logging in. The user's name 'Jane D.' is in the top right corner with a dropdown arrow. A red arrow points to this arrow. The dropdown menu is open, showing 'Settings' and 'Logout' options. The 'Settings' option is highlighted with a red box. The main header shows 'cloud DEMO' and 'Portal Submissions'. The main content area shows 'Procurement Portal' and the user's name 'Gisela Peters'.

Organization Vendor Record

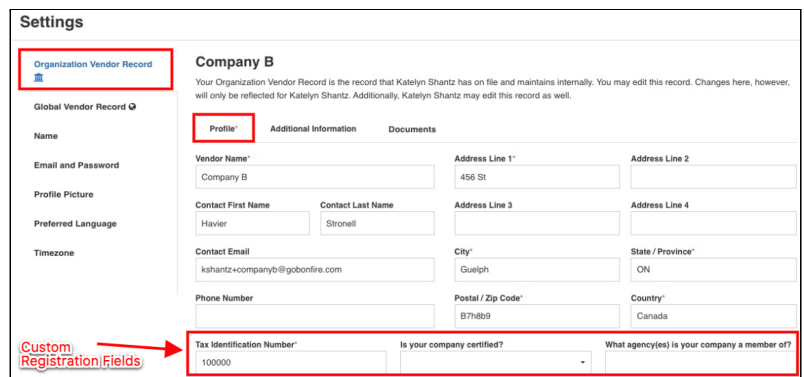
See what information is stored by a specific organization

❑ What is an Organization Vendor Record?

Your Organization Vendor Record is the copy of your information held by the Organization that you are currently logged into. Changes here will only be reflected in the institution that is hosting the opportunity. The institution hosting the opportunity may edit this record as well.

❑ Profile

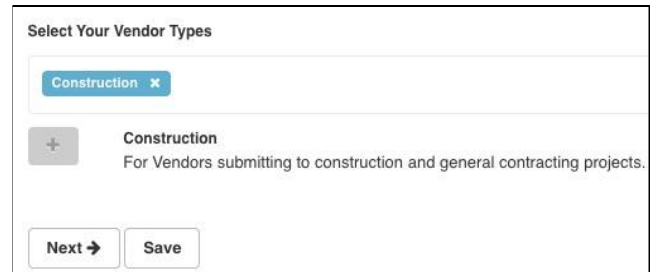
Enter and edit any personal or company information. Custom registration fields created by the organization you're logged in to will appear here.



The screenshot shows the 'Settings' page for 'Company B'. The 'Organization Vendor Record' tab is selected and highlighted with a red box. Below it, the 'Profile' sub-tab is also highlighted with a red box. The 'Profile' section contains various fields for company information, including 'Vendor Name', 'Contact First Name', 'Contact Last Name', 'Contact Email', 'Phone Number', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Address Line 4', 'City', 'State / Province', 'Country', and 'Postal / Zip Code'. At the bottom, there is a section for 'Custom Registration Fields' which includes a 'Tax Identification Number' field, a 'Is your company certified?' dropdown, and a 'What agency(ies) is your company a member of?' dropdown. A red arrow points to the 'Custom Registration Fields' section.

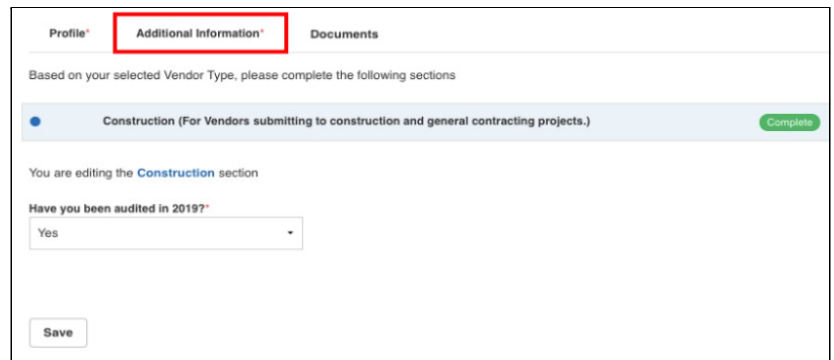
❏ Profile - Vendor Types

The bottom of the Profile tab is where you can select your Vendor Type if options are listed. These are created by the organization and let them know what you specialize in and then require documents or other information accordingly.



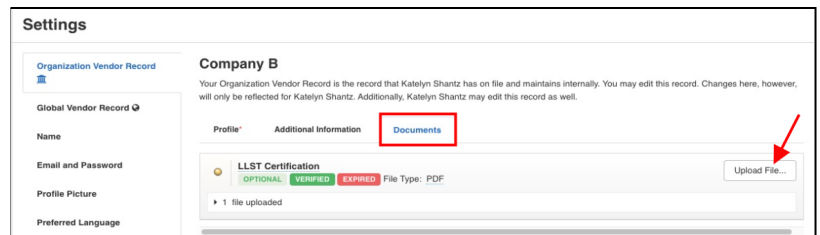
❏ Additional Information

The Additional Information tab houses any additional information requirements specific to the Vendor Type you selected. If this tab does not appear in an Organization Vendor Record, that means that no further Vendor Type-specific information is required by that Organization.



❏ Documents

Keep track of any documents requested by the Organization affiliated with your vendor registration. This is also where you can update any Expired documents.



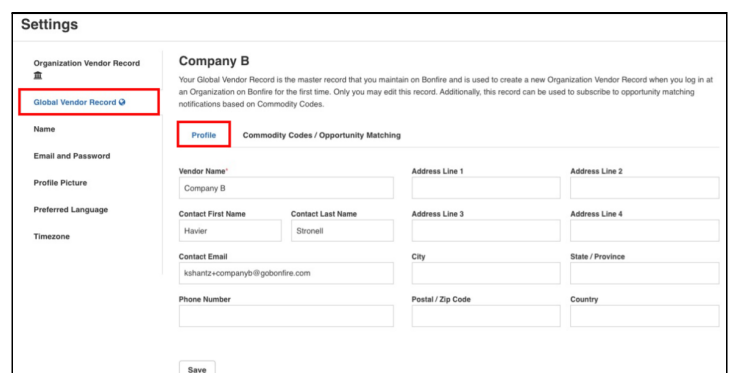
Global Vendor Record

❏ What is a Global Vendor Record?

Your Global Vendor Record is the master record that you can maintain and that persists through all of Bonfire's portals. This record is solely controlled and edited by you.

❏ Profile

Enter and edit any personal or company information. This information is used to create a new Organization Vendor Record when you log in at an Organization on Bonfire for the first time.



❑ Commodity Codes/Opportunity Matching

Commodity Codes help to identify your business and match you with related opportunities. You can subscribe to opportunity matching notifications which will allow you to be notified of future Bonfire opportunities that are associated with your indicated Commodity Codes and the Service Region(s) you selected.

Name

❑ Edit first and last name

The Name section allows you to input and edit your First Name and Last Name. Once you have made your changes, click **Save**.

Email and Password

❑ Change your email

At any time you can go into this section and edit your account login email under the **Change Your Email** heading. After editing your email, enter your password, select *I'm not a robot*, and then click **Change**.

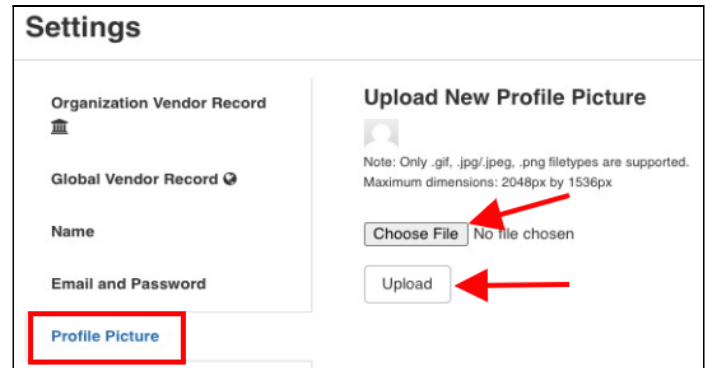
❑ Change your password

You can change your password if you wish to. Once you type in your updated password, click the corresponding **Change** button to save those changes.

Profile Picture

❏ Add or change your profile picture

You can choose to associate a profile picture with your account. By selecting the **Choose File** button you can upload any photo in a .gif, .jpg, .jpeg, or .png format. Once you have selected your file, click the **Upload** button to finish uploading your profile picture.

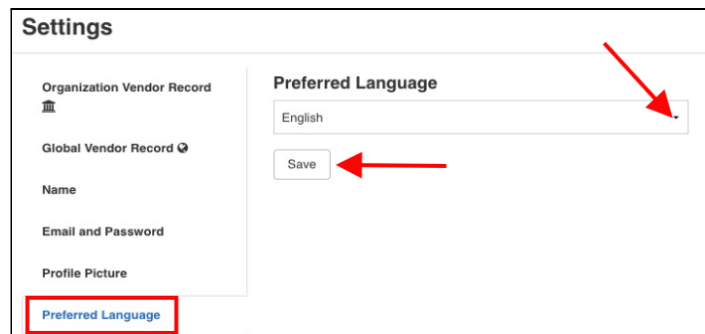


The screenshot shows the 'Settings' page with a sidebar on the left containing links: 'Organization Vendor Record', 'Global Vendor Record', 'Name', 'Email and Password', and 'Profile Picture' (which is highlighted with a red box). The main content area is titled 'Upload New Profile Picture'. It includes a note: 'Note: Only .gif, .jpg/.jpeg, .png filetypes are supported. Maximum dimensions: 2048px by 1536px'. Below the note are two buttons: 'Choose File' and 'No file chosen'. A red arrow points to the 'Choose File' button. Below these buttons is an 'Upload' button, with another red arrow pointing to it.

Preferred Language

❏ Set the language you want to use Bonfire in

You can adjust the default language that the portal is displayed in. From the drop-down menu, you can choose between one of five languages (English, Russian, French, Portuguese, Spanish). Do note that this preferred language setting is strictly for your profile only and will not impact other users.

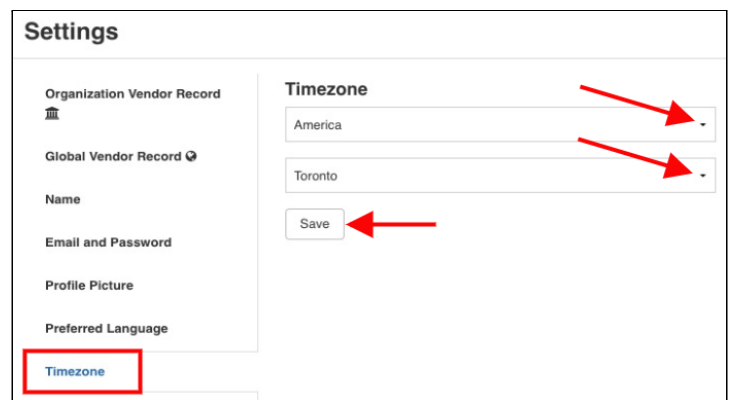


The screenshot shows the 'Settings' page with the sidebar on the left. The 'Preferred Language' link in the sidebar is highlighted with a red box. The main content area is titled 'Preferred Language' and features a drop-down menu currently set to 'English'. A red arrow points to this drop-down menu. Below the menu is a 'Save' button, with a red arrow pointing to it.

Timezone

❏ Select your timezone

By default, all dates and times on the portal are displayed using the Organization's timezone. However you can set your own personal timezone preference through this section to display all dates in the app relative to your chosen timezone.



The screenshot shows the 'Settings' page with the sidebar on the left. The 'Timezone' link in the sidebar is highlighted with a red box. The main content area is titled 'Timezone' and features two drop-down menus. The first menu is set to 'America' and the second to 'Toronto'. Red arrows point to both drop-down menus. Below the menus is a 'Save' button, with a red arrow pointing to it.